

RESOLUTION NO. 2017-24

**RESOLUTION ACCEPTING FOREST GROVE
SUSTAINABILITY COMMISSION 2017 WORK PLAN**

WHEREAS, Resolution No. 2013-69 has provided for the Sustainability Commission and Bylaws; and

WHEREAS, the City of Forest Grove has appointed members and a City Council Liaison to the Sustainability Commission; and

WHEREAS, Section V of the Bylaws for the Forest Grove Sustainability Commission requires the Commission to present an annual work plan to the City Council for consideration; and

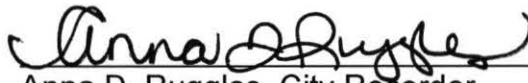
WHEREAS, a joint work session was held between the City Council and the Sustainability Commission on December 12, 2016, to review the proposed work plan.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE
AS FOLLOWS:**

Section 1. The City Council hereby accepts the Forest Grove Sustainability Commission's 2017 Work Plan as included in a portion of Exhibit A.

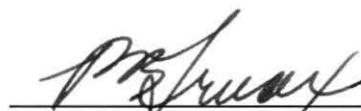
Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 27th day of February, 2017.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of February, 2017.



Peter B. Truax, Mayor

Exhibit A

Sustainability Commission **Accomplishments** | FY 2015-16

Policy – ordinance adopted by the City Council

- Plastic Bag Ban - Materials Management

Sustainability Action Plan (key features)

- Residential Composting Program – Materials Management, section 2c
 - Latino Community Summit (2) – Social Equity, section 1e, 1g
 - Food Waste Audit & recycling bin dissemination (Echo Shaw) – Materials Management
 - Waste Audit at Forest Grove High School – Materials Management
 - Bicycle Summit – Public meeting, section 2e, 2f
- Reference Sustainability Action Plan file (yellow highlights=done/in-progress; blue=next?)

CEP Grants

Title	Awarded	Balance
Collaborative Sustainable Community	\$4,924	\$0
Sustainability in Schools	\$6,524	\$2982.10*
Don't Waste Food, Dude!	\$3,959	\$56.31
Plastic Bags Initiative	\$4,800	\$0
Total	\$20,207	\$3,038.41

* 6-mo extension

Grant Breakdown

Sustainability in Schools

Established partnerships: FGSD (school projects)
Pacific U. Schools (White Paper and CEP app)

Project	Awarded	Balance
Algae oil research	\$1,300	\$49.81
Wind Turbine	\$1,000	\$8.26
Solar Ovens	\$300	\$0.02
School Gardens	\$1,000	\$0.01
Cafeteria composting	\$2,924 *	\$2924

* 6mo extension

Collaborative Sustainable Community

Established Mini-Grant system modeled after PAC

Project	Awarded	Balance
EdenAcres CALCEA	\$500	\$0
Field Studies & Symposium	\$500	\$0
Latino Community Summit	\$500	\$0
One Bag a Week Challenge	\$425	\$0
DCCFW Screening	\$500	\$0
Roots and Shoots kids	\$500	\$6.00
Reusable Chico Bags	\$800	\$0.20
The Welcome Garden	\$500	\$0
Recycle Building Materials	\$699*	\$699

PEOPLE

- Mobilized partners: chamber, EDC, CCI, Pacific U., Adelante Mujeres, FGSD, Bike Alliance.
- Empowered CCI hosted public input forums: Plastic Bag Ban and Bike Transportation.
- Prompted personal investment in time and money (paying out of pocket – vested in our endeavor).

- Benefited organizations & residents - farmers market, local schools (projects, gardens).
- Enabled a project resource pipeline with Pacific U. Center for Civic Engagement.

SUSTAINABILITY COMMISSION **WORK PLAN** | FY 2017

TOPIC AREA	POSSIBLE PARTNERS
Sustainable Schools/Education: Champions = Brian, Robin, Hope, Mitch, Melanie	
Cafeteria food recycling	WA Co. Solid Waste & Recycling, Metro
School recycling bins	WA Co. Solid Waste & Recycling
Styrofoam trays-NAMS	State of OR, WA Co.
Food/School Gardens: Champion = Robin, Melanie	

Annual Sustainability event: Champions = Robin, Mitch, Edgar, Melanie	
Sustainable Resilience Conference	Pacific U., regional agencies
School Gardens grant	DCCFW. Eden Acres, Nana Cardoons

Natural Resources: Champions = Dale, Melanie

Backyard burn ban	WA Co., Metro
FHL land-use	Fern Hill Wetlands (FHL)
Watershed education	Public Works

Media/Public Relations: Champions = John, Robin, Mitch, Brian

Topical articles	News Times
Utility bill	City of FG
Public forums	CCI
Pacific Pipeline	Pacific U. - CCE, CSS, others

LED Lighting in City: Champions = John, Brian

LED city-wide	Light & Power
---------------	---------------

Materials Management: Champions = Brian, Mitch, Edgar

Residential food recycling education	WA Co. Solid Waste & Recycling
Commercial food recycling	WA Co. Solid Waste & Recycling, Metro
Non-curbside recycling	Waste Management, WA Co.
One-Bag-A-Week Challenge	TBD

Science Pubs: Champions = Deke, John**Social Equity: Champions = Brian, Edgar**

Latino summit actions	Adelante Mujeres. FGPD
Senior services	AARP, Metro, FGSCC

Boards & Commissions engagement: Champions = Brian, Mitch, John, Robin

Planning Commission	Inputs on land-use policy
CCI	Host public input forums

Work Plan prioritization criteria:

- People - human resources available, a passionate champion
- Time/Urgency - time frame to implement, immediate action required
- Money - City Budget, CEP grant, other funding
- Priority of City Council, other Commission, County/Metro, etc.
- Policy - within City policy and jurisdiction (sphere of influence)
- Champion – commission member to lead or provide direction

Other considerations could include your priority between topic items in the Action Plan, or more specific priorities such as food, pollution, energy, climate change, etc.

Challenge: how we can make a slightly greater contribution. The Pacific Pipeline can provide some help, but maybe we need to look into recruiting more interested citizens for sub-committees.

For instance, could we put something in the paper about our priorities and ask for public to attend an evening at the library to learn more and get involved in one of these areas. There may be other civic clubs we can partner with such as Rotary, the Elks, youth organizations, faith organizations, etc. And, we do a recruitment effort among the 90 or so local citizens who have completed the Ford Family Institute Leadership Class for Community Building.

PLAN TASKS | Topic Area Committees

- Seven subcommittees formed to administer each topic area of the Sustainability Action Plan.
- Subcommittee leads submit topic area summary to the commission.
- Topic area leads recruit partners and residents for their subcommittee, and tap resources:
 - Pacific U. Project pipeline to enlist students to facilitate projects and/or white papers.
 - Collaborative Sustainable Community mini-grant as a source for seed money.
- Commission provides recommendations to staff on the prioritized list of the white papers.

Reference Sustainability Action Plan.

Work Plan Goals

Increase our capacity to pursue actions, establish partnerships with organizations that have shared aspirations, and maximize efficacy of our regular meetings.

Tactics:

- Determine Action Plan and policy-making priorities through this work plan and ongoing.
- Prioritizes topic areas or action plan items for partner or staff-led white papers (WP).
- A 'champion' for each priority administers the work process and team to the desired outcome.
- Schedule 'work sessions' (extended regular meetings) as appropriate for in-depth priority work.
- Staff research city and local area policies and advise the commission on how to do their work.

Guiding principles: (suggested)

- An informed public, aware of and contributing to our work plan and decisions.
- Encourage behavior change strategies when implementing tasks in the action plan.
- Raise the awareness level on sustainable behaviors through education and outreach.
- Maximize access and reach of the community through projects, funds and resources.
- Inspire greater community participation and enlist all ages.
- Mobilize the assets of city, businesses, nonprofit and Pacific U. (people and dollars).
- Recommend policies and actions that reverse our global environmental problems.

CEP Grants – 2016-17

Title	Awarded	Balance
Collaborative Sustainable Community*	\$6175	\$4580
Food/School Gardens	\$7175	\$7175

* Mini-Grant process:

- Outcomes: maximize access and reach of CEP funds; prompt greater community participation.
- Reviewing applications: maximize opportunity to apply and assist in the process.
- Administering grants: same oversight; greater awareness to CEPC, FGSD, non-profits.
- Annual report/presentation to the CEPC and local partners.

*** Mini-Grants to date:**

Shake & Fold	Cecelia Warner	Sticker graphic design, printing	\$595
Run-Walk for Shelter	Elena Parker (UCC)	Timing company, race supplies	\$500
Recycling Expo	Kaely Summers (AM)	"Poster" sponsorship - FM	\$560
Reusable Bag Delivery	John Hayes	Stipend to school club	\$500

Pacific University Project Pipeline Plan

Introduction

The general idea is to cultivate a pipeline of projects offered by Forest Grove commissions, whereby Pacific students can meet academic requirements while fulfilling civic action plans.

- Distinguish projects for classroom or senior academic requirement and civic engagement requirement; i.e., administering an action plan vs a volunteer service role (e.g., for an event).
- Anticipate specific projects will originate from the commission's action plan. The work plans for social equity summit and school interviews can serve as examples (next page).
- CEP grant money is available toward commission projects, such as the community summit. This provides an opportunity to resume engagement with partners on active projects.
- An assigned student would complement an eventual new hire with the city – a commission administrative role (responsible, in part, to generate white papers).
- The concept offers a win-win for aspiring Pacific graduates, the city and our community.

Tenets

- The Pacific representative on the Commission would serve as the intake vehicle for projects.
- Commissioners or subcommittees document project descriptions and work plans.
- Project(s) are tailored to student academic learning objectives - can include exploring multiple areas, learning from the experience of working with different committees.

Expectations

- Having specific tasks for students - more general membership is counterproductive to students staying engaged.
- Tie a student's work to the civic engagement requirement at Pacific (required for graduation). The requirement is 40 hours over the school year.
- Need a supervising faculty and the student has to perform project responsibilities (more than attend meetings)
- Periodically, students who are involved with workgroups meet and reflect on their experiences.
- The CCE will also be a resource to recruit students for 1 time events (e.g., child care, etc.).



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 8.
MEETING DATE: 2/27/17
FINAL ACTION: See 2017-24

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: February 27, 2017

PROJECT TEAM: Brandi Walstead, Project Coordinator, Jon Holan, Community Development Director

SUBJECT TITLE: Adoption of Sustainability Commission Annual Work Plan

ACTION REQUESTED: ☐ Ordinance ☐ Order ☒ Resolution ☐ Motion ☐ Informational

X all that apply

ISSUE STATEMENT: The Sustainability Commission Bylaws require the Commission to present an annual work plan to the City Council for approval, which must be approved by resolution.

BACKGROUND: The Sustainability Commission By-laws state in part: "Section V. POWERS AND DUTIES. The Sustainability Commission is advisory to the Council and: (2) Presents an annual work plan and meets with the City Council to secure approval of the work plan". Representatives of the Sustainability Commission met with City Council on December 12, 2016, in a Work Session to review the proposed work plan that was developed and approved by the Sustainability Commission.

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached Resolution approving the Sustainability Commission 2017 Work Plan.

ATTACHMENT(s):

- Resolution Number 2017-24
- Work Plan (Exhibit A of Resolution)